

**Small Business Subcontracting Plan**

<b>Solicitation/Contract Number</b>		<b>Date</b>	
06-017		March 23, 2006	
<b>Contractor Name</b>		<b>Address</b>	
4601 North Fairfax Drive Investors		c/o LPC, 101 Constitution Ave. Ste. 600 East	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
Washington	Dc	20001	
<b>Contract Service/Project Description</b>			
Full Service Lease			

Base Period		
<b>Estimated Dollar Value</b>	197,221 per year	
<i>Pertains to the requirements expressed in FAR 52.219-9</i>		
The total estimated value of all planned subcontracting (to all types of business concerns, including large businesses) under the base contract		
Goals		
Category	Value	Percentage
Total of subcontracting (from above)	\$ 197,221	100%
Total planned for Small Business (SB), including Small Disadvantaged Business (SDB), Small Women-Owned Business (WOB), and Hubzone Small Business (HZ), Veteran Owned Small Business (VOSB) and Service-Disabled Veteran Owned Small Business Concerns (SDVOSB)*	\$ 78,888	40 %
Total planned for Small Disadvantaged Business (SDB)*	\$ 15,777.68	8 %
Total planned for Small Woman-Owned Business:*	\$ 9,861.05	5 %
Total planned for HUBZone Small Business*	\$ 5,916.63	3 %
Total planned for Veteran Owned Small Business Concerns (VOSB)*	\$ 5,916.63	3 %
Total planned for Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)*	\$ 3,944.42	2 %

\*Please note that 0% goals for SB, SDB, WOB, HZ and VOSB & SDVOSDC are not acceptable.

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Option Lot 2		
Estimated Dollar Value		
<i>Pertains to the requirements expressed in FAR 52.219-9</i>		
The total estimated value of all planned subcontracting (to all types of business concerns, including large businesses) under the base contract		
Goals		
Category	Value	Percentage
Total of subcontracting (from above)	\$	100%
Total planned for Small Business (SB), including Small Disadvantaged Business (SDB), Small Women-Owned Business (WOB), and Hubzone Small Business (HZ), Veteran Owned Small Business (VOSB) and Service-Disabled Veteran Owned Small Business Concerns (SDVOSB)*	\$	%
Total planned for Small Disadvantaged Business (SDB)*	\$	%
Total planned for Small Woman-Owned Business:*	\$	%
Total planned for HUBZone Small Business*	\$	%
Total planned for Veteran Owned Small Business Concerns (VOSB)*	\$	%
Total planned for Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)*	\$	%

\*Please note that 0% goals for SB, SDB, WOB, HZ and VOSB & SDVOSB are not acceptable.

Option Lot 3		
Estimated Dollar Value		
<i>Pertains to the requirements expressed in FAR 52.219-9</i>		
The total estimated value of all planned subcontracting (to all types of business concerns, including large businesses) under the base contract		
Goals		
Category	Value	Percentage
Total of subcontracting (from above)	\$	100%
Total planned for Small Business (SB), including Small Disadvantaged Business (SDB), Small Women-Owned Business (WOB), and Hubzone Small Business (HZ), Veteran Owned Small Business (VOSB) and Service-Disabled Veteran Owned Small Business Concerns (SDVOSB)*	\$	%
Total planned for Small Disadvantaged Business (SDB)*	\$	%
Total planned for Small Woman-Owned Business:*	\$	%
Total planned for HUBZone Small Business*	\$	%
Total planned for Veteran Owned Small Business Concerns (VOSB)*	\$	%
Total planned for Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)*	\$	%

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[Handwritten signatures]

<b>1. The following supplies and/or services will be subcontracted under this contract, and the distribution among (a) large, (b) small, (c) small disadvantaged business, (d) small woman-owned business, (e) HUBZone small business (f) Veteran owned small business, and (g) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB) is as follows</b>
<b>a. Supplies/services to be subcontracted to large businesses</b>
Elevators
<b>b. Supplies/services to be subcontracted to small business (SB)</b>
Housekeeping, Pest Control, Landscaping, Trash Removal, Parking
<b>c. Supplies/services to be subcontracted to small disadvantaged business (SDB)</b>
Pest Control, Landscaping, Trash Removal, Parking
<b>d. Supplies/services to be subcontracted to women-owned business (WOB)</b>
<b>e. Supplies/services to be subcontracted HUBZone business (HZ)</b>
<b>f. Supplies/services to be subcontracted Veteran owned small business (VOSB)</b>
<b>g. Supplies/services to be subcontracted Service-Disabled Veteran owned small business (SDVOSB)</b>

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**2. The following method was used in developing subcontracting goals in paragraph 1 above: Explain (1) how the product and service areas to be subcontracted were established; (2) how the areas to be subcontracted to SB, to SDB, WOB HZ, VOSB and SDVOSB concerns were determined; and (3) how SB, SDB, WOB, HZ, VOSB and SDVOSB concerns capabilities were determined.**

The goals are based on previous experience with Government leases

**3. The following methods were used to identify potential sources for solicitation purposes**

- a. Existing Company source lists
- b. The Procurement Automated Source Systems (PASS) of the Small Business Administration
- c. The National Minority Purchasing Council Vendor Information Service
- d. Minority Business Development Centers (funded by the Minority Business Development Agency, Department of Commerce
- e. Trade associations affiliated with SDB's
- f. Additions or deletions from the above (If deleting any potential sources set forth above, please provide explanation as an attachment to this plan.)

**4. In establishing subcontracting goals indirect and overhead costs been included in the goals set forth above. ☐ Yes ☒ No**

**If yes, explain the method used in determining the proportionate share of indirect costs to be incurred with SB, SDB, WOB HZ, VOSB and SDVOSB concerns.**

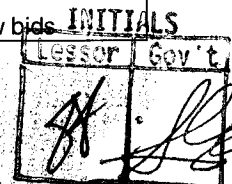
**5. The following individual will administer the subcontracting program**

<b>Name</b>	Kent Rosenberger
<b>Title</b>	Property Manager
<b>Phone</b>	703/ 351-0000
<b>Address</b>	4601 North Fairfax Drive Arlington, Virginia 22203

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for review, monitoring and execution of this plan including but not limited to:

- a. Developing and maintaining bidders lists of SB, SDB, WOSB, HZ, VOSB and SDVOSB concerns from all possible sources.
- b. Ensuring that procurement packages are structured to permit SB, SDB, WOB, HZ, VOSB and SDVOSB concerns to participate to the maximum extent possible.
- c. Assuring inclusion of SB, SDB, WOB HZ, VOSB and SDVOSB concerns in all solicitations for products or services which they are capable of providing.
- d. Reviewing solicitations to remove statements, clause, etc., which may tend to restrict or prohibit SDB, WOB, HZ and VOSB and SDVOSB concerns from participating.
- e. Ensuring periodic rotation of potential subcontractors by bidders lists.
- f. Ensuring that the bid proposal review board documents its reasons for not selecting low bids.





submitted by SB, SDB, WOB, HZ and VOSB and SDVOSB concerns.

- g. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
  - h. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc. (if necessary)
  - i. Conducting or arranging for the presentation of motivational training for purchasing personnel pursuant to the intent of Public Law 95-507. (if necessary)
  - j. Monitoring attainment of proposed goals.
  - k. Preparing and submitting periodic subcontracting reports as required (i.e. SF-294 and SF-295).
  - l. Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
  - m. Coordinating the conduct of contractor's activities involving its SB, SDB, WOB, HZ, VOSB and SDVOSB subcontracting program.
  - n. Additions or deletions from the duties specified above: (If deleting any duties set forth above, please provide explanation as an attachment to this plan.)
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**6. The following efforts will be taken to assure that SB, SDB, WOB, HZ, VOSB and SDVOSB concerns will have an equitable opportunity to compete for subcontracts**

- a. Outreach efforts will be made as follows:
    - (1) Contacts with minority and small business trade associations.
    - (2) Contacts with business development organizations.
    - (3) Attendance at small and minority business procurement conferences and trade fairs (if necessary)
  - b. The following internal efforts will be made to guide and encourage buyers:
    - (1) Workshops, seminars and training programs will be conducted. (if necessary)
    - (2) Activities will be monitored to evaluate compliance with this subcontracting plan
  - c. SB, SDB, WOB, HZ and VOSB source lists, guides and other data identifying SB, SDB, WOB, HZ, VOSB and SDVOSB concerns will be maintained and utilized by buyers in soliciting subcontracts
  - d. Additions or deletions from the above listed efforts are as follows: (If deleting any efforts set forth above, please provide an explanation as an attachment to this plan.)
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**7. The offeror (contractor) agrees that the clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors (except SB concerns) who receive subcontracts in excess of \$500,000, (\$1 million for construction) to adopt and comply with a subcontracting plan similar to this one. INITIALS**

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plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied.

The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies /services involved, the availability of potential SB, SDB, WOB, HZ, VOSB and SDVOSB subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractor's facilities to review applicable records and subcontracting program progress.

8. The offeror (contractor) agrees to (1) cooperate in any studies or surveys as may be required, (2) submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with the subcontracting plan, (3) submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary subcontract Report, in accordance with the instruction on the forms, and (4) ensure that its subcontractors agree to submit SF's 294 and 295.

9. The offeror (contractor) agrees to maintain at least the following types of records to document compliance with this subcontracting plan (these records may be maintained on a plant-wide or company-wide basis unless otherwise indicated)

- a. Source lists, guides, and other data that identify SB, SDB, WOB HZ, VOSB and SDVOSB concerns
- b. Organizations contacted in an attempt to locate sources that are SB, SDB, WOB, HZ, VOSB and SDVOSB concerns
- c. Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating (1) whether SB concerns were solicited and if not, why not; (2) whether SDB concerns were solicited and if not, why not; (3) whether WOB concerns were solicited and if not, why not; (4) whether HZ concerns were solicited and if not, why not; (5) whether VOSB (6) whether SDVOSB concerns were solicited and if not, why not; (7) if applicable, the reasons award was not made to a SB concern
- d. Organizations contacted in an attempt to locate sources that are SB, SDB, WOB, HZ, VOSB and SDVOSB concerns
- e. Records of internal guidance and encouragement provided to buyers through (1) workshops, seminars, training, etc., and (2) monitoring performance to evaluate compliance with the program's requirements.
- f. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor.
- g. Records to be maintained in addition to the above are as follows:  
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\_\_\_\_\_

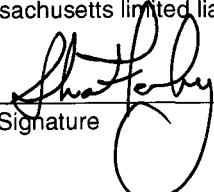
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<i>JA</i>	<i>[Signature]</i>

Subcontracting Plan Submitted by:

(Must be signed by an officer of the firm)

4601 NORTH FAIRFAX DRIVE INVESTORS, LLC,  
a Delaware limited liability company

By: UBS Realty Investors LLC,  
a Massachusetts limited liability company, its Manager

  
Signature

May 12, 2006  
Date

Stuart Feinberg  
Type Name

Director  
Type Position

Approved by: \_\_\_\_\_

Contracting Officer Date

### When and Where to Send Standard Forms 294 and 295

If your subcontracting plan is:	These forms should be sent to you at the time of award:	You should return the completed form to:	Timeframes for the submission of completed forms:
An Individual Contract Subcontracting Plan	SF 294 – Subcontracting Report for Individual Contracts	1. Contracting Officer [Original]  2. Office of Business and Congressional Services, 230 S. Dearborn (5ADC), 230 S. Dearborn St., Chicago, IL 60604 [Copy]	<b>Semiannually:</b> 25 days after March 31 and September 30; and at September 30; and at contract completion
	*SF295-Summary Subcontracting Report	1. Office of Enterprise Development (E), 18th & F Street, Washington, DC 20405 [Original]  2. Contracting Officer [Copy]	<b>Annually:</b> 25 days after the end of the reporting period, which is September 30
A Company-Wide Subcontracting Plan	SF 295-Summary Subcontracting Report	1. Contracting Officer [Original]  2. Office of Enterprise Development (E), 18th & F Street, Washington, DC 20405 [Copy]	<b>Annually:</b> 25 days after September 30

\*This summary report should report the aggregate of subcontracting activity under all your GSA contracts

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